



Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi

(General Administration Branch)

104

F.No.IPU/GA/Sanitation/2014-15/132

Dated: 23/05/14

Circular

M/s Aroon Aviation Services Pvt. Ltd. has been engaged for providing Sanitation Services in the University Campus (Dwarka & Kashmere Gate). The sanitation staffs of the agency are working and are in proper uniform & I-Card with the Logo of M/s Aroon Aviation Services. The detail of deployment in the University is as under:-

Sr. No.	Area for Sanitation Services	Name of the Supervisor	Branch/School Coordinators
1.	Admn. Block – "A" Wing G.A. Branch, Stores & Examination Branch, (Ground Floor, First Floor & Second Floor)	Mr. Amit Kumar Ph.: 999553943 8377806178	Sh. Sanjeeb Sahu, A.R. (Exam.) Ph.: 9990008469
2.	Admn. Block – "B" Wing Academic Branch (Admn.), Academic Branch-II (Coord.), Affiliation Branch, Planning & RTI Branch, Personnel Branch, Coordination Branch & Seminar Hall.		Sh. Ajay Arora, A.R. (Acad.) Ph.: 9999383510
3.	Admn. Block – "C" Wing Registrar Sectt., Director (IA.), Director, Research & Consultancy Cell, Director, (AA), V.C. Sectt. (Ground & First Floor)		Sh. Roop Singh, A.R. (Reg. Off.) Ph.: 9868669261 Sh. Sanjay Singh, S.O. (V.C. Off.) Ph.: 9312896634
4.	"A" Block USBT, USEM (Ground Floor to 5 th Floor)	Mr. Sanjay Prasad Ph.: 8802397568	Dr. K. K. Aggarwal, Asso. Prof (USBT) Ph.: 9818271439 Dr. Varun Joshi, Asso. Prof. (USEM) Ph.: 9971122817
5.	"B" Block USBAAS, USCT (Ground Floor to 5 th Floor)	Mr. Yogesh Ph.: 9250465664	Sh. Jitesh Mehra, S.O. (USBAAS) Ph.: 9211843760 Sh. Binay Shah, Asst. Prof. (USCT) Ph.: 25302462
6.	"C" Block USHSS, USLLS, USE (First Floor to 6 th Floor, Seminar Hall & Parking Area)	Mr. Vikas Tiwari Ph.: 8375963483 / 8377806307	Dr. Naresh Vats, Asstt. Prof. (USHSS) Ph.: 9899260322 Sh. Zuber Ahmad Khan, Asstt. Prof. (USLLS) Ph.: 9891189224 Dr. Sangeeta Chauhan, Fac. Incharge, (USE) Ph.: 9810233803
7.	"D" Block USMS & UCITIM Office (First Floor to 6 th Floor, Seminar Hall & Parking Area)	Mr. Dheeraj Ph.: 9213421642	Dr. Ashish Kumar, Asstt. Prof. (USMS) Ph.: 9871322676
8.	"E" Block USICT (First Floor to 6 th Floor, Seminar Hall & Parking Area)	Mr. Dharmender Ph.: 9717920440	Dr. Ravinder Purwar, Asstt. Prof. (USICT) Ph.: 9911897906 Sh. Sartaj Singh Sodhi, Asstt. Prof. (USICT) Ph.: 9873348666
9.	Library (UIRC) First Floor, Second Floor & Outer Area (staircase)	Mr. Kamal Kapoor Ph.: 9873494114	Sh. Chetan Sharma, Asstt. Librarian (Library) Ph.: 9891917176
10.	Other Admn. Departments Accounts Branch, UWD, Canteen area, Purchase Branch, Estate & Security Branch		Sh. Shailesh Gupta, F.O. (Accts) Ph.: 9210000630 Sh. Anil Bhatti, J.E. (E), UWD Ph.: 9013098790
11.	USMC, PRO & Sanitation Office		Sh. Deepak Sharma, Cameraman (USMC) Ph.: 9810792263
12.	Girls Hostels – I & II (Satpura & Aravali) (Ground Floor to 9 th Floor including mess)	Ms. Manisha Ph.: 858609018	Ms. Jyotsana, Warden (GH-I) Ph.: 9971274455 Ms. Gayatri Sahu, Warden (GH-II) Ph.: 8510018469
13.	Boys Hostels I & II (Shivalik & Nilgiri) (Ground Floor to 9 th Floor including mess)	Mr. Amit Ph.: 9818438099	Sh. Rakesh Kumar, Warden (BH-I) Ph.: 9818541048

		9654495033	Sh. Anuj Kr. Vaksha, Warden (BH-II) Ph.:9911235615
14.	Outer Area (Open Space)	Mr. Anil Kumar Ph.: 9654191990	Sh. Kamal Jit Dhiman, G.A. (GA) Ph.: 9212696547
15.	V.C. Residence		
16.	Disposal of Garbage & Shifting		Sh. Hirdesh Gorh, S.O. (DSW) Ph.: 9811556399
17.	DSW Office, Bank Premises, Shopping Complex, Day Care Centre & Health Centre		
18.	Residence Area (Type I, II, III, IV & V)	Prof. K. Kannan, (USBT) Ph.: 9810104667	
19.	Deep cleaning & overall supervision	Mr. Krishna Tiwari Ph.: 8826047616	Sh. Devendra Singh, S.O. (GA) Ph.: 9717597089
20.	USAP Kashmere Gate	Mr. Aman Kumar Ph.: 9717919275	Prof. Neerja Lugani, Prof-in-charge, (USAP) Ph.: 8130822966

The Sanitary agency has also engaged Manager (Operation), Sh. Sushil Kaul – Ph.: 9811087853 & 9212720923. For any further assistance please contact Mr. Keshav Prasad, University Sanitary Supervisor (Mob. No. 9654339357) and Mr. Kamal Jit Dhiman, Gen. Asstt. at 25302139

(A) Sanitation job works to be carried on on daily basis

1. Sweeping, mopping & cleaning of all the offices, labs, faculty rooms, class rooms, toilets etc. & common space (open area)
2. Cleaning of all toilets/urinals (around 300 at Dwarka & Kashmere Gate Campus)
3. Dusting of all furniture items & work stations
4. Cleaning of window frames & walls
5. All stairs, interconnected gallery brooming, mopping & scrubbing
6. All lift and lift area, parking area cleaning
7. Mosquito. Flies Control treatment will be done to get rid of day-to-day nuisance of mosquitoes/flyes.
8. Daily Removal of waste papers, packing material, plant leaves (waste) and any other garbage from the entire premises including the staircases, lift areas, open area etc.
9. For Hostels – Staircase, all toilets & interconnected gallery cleaning except rooms.
10. For Residence Quarters – Staircase, interconnected gallery cleaning except flats.

(B) On weekly basis

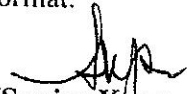
1. Machine and hand scrubbing thorough cleaning /washing of the entire floor area by using approved cleaning material and dry /wet mopping.
2. Dusting of walls, roofs etc. from top downward and removal of cobweb, bee hives.
3. Polishing of Brass/ copper fixtures.
4. Cleaning of windowpanes and partition doors.
5. Cleaning of drinking water Cooler area, dustbins, buckets etc. with detergents.
6. Weekly cleaning and dusting of ventilators blinds and brushing of upholstered chairs and sofas.
7. Removal of Poster, Banners and hooding inside and outside university covered in the tender.
8. Insect control treatment should be extensively carried out in the site on every weekend.

(C) On fortnightly basis

1. Vacuum cleaning of upholstery of sofas and other upholstered chairs and A.C. grills.
2. Adult Mosquito insect control treatment will be done by means of spraying to get rid of all adult insects within the premises. This treatment will be done by means of fogging to get rid of adult insects hidden in A.C ducts, behind the furniture and all other hidden places.
3. Larva control treatment (along the Boundary wall) will be done by spraying of pesticides to stop breeding on any places of stagnant water.
4. Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables etc.
5. General cleaning/dusting of panels, poster, paintings. etc.
6. Polishing of covered floor area, cleaning of sanitary/water supply fixtures, wall tiles etc.
7. Removal of cobwebs in back / hidden areas in places like electrical substations, U.P.S. room, telephone exchange etc.
8. Removal of weeds from edges of paths/ roads, paved-laid area, corners, crevices in terraces, etc.

9. Insect & Pesticide Control/Disinfection treatment will be done by means of spraying in Toilets to get rid of ticks, cockroaches, ants, beetles, etc.


All Dean/Head of Deptt./Branch Heads are requested to take the optimum utilization of Sanitation Services from Sanitation Staff of the agency for proper cleanliness of their offices and labs etc. A certificate of Satisfactory Report for cleanliness is to be given to the Sanitation Supervisor at the end of the month in the enclosed format.


(Sanjay Kumar Jha)
Registrar

Copy to :-

1. All Deans / Directors
2. Controller of Finance
3. Controller of Examination (P)
4. Controller of Examination (O)
5. Librarian
6. Chief Engineer
7. Chief Warden
8. All J.R. / DR/ Branch Head
9. PRO
10. Warden, Shivalik Hostel
11. Warden, Aravali Hostel
12. Warden Nilgiri Hostel
13. Warden, Satpura Hostel
14. M.O. Health Centre
15. A.R. to Hon'ble VC Sectt. for information please
16. A. R. to Registrar for information please
17. Office Copy
18. Guard File

Encl.: as above


(Pankaj Agrawal)
Dy. Registrar (GA)



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Satisfactory Report for Cleanliness

This is to certify that Sanitation Services in respect to the sweeping, mopping and cleaning of window glasses/doors/walls/toilets/urinals/furniture/workstations/common space/open space are being done satisfactorily for the month of _____ by the sanitary staff.

Branch/School Coordinators

Dean/HoD/Branch Head
(Signature with Stamp)

D.R.(GA)